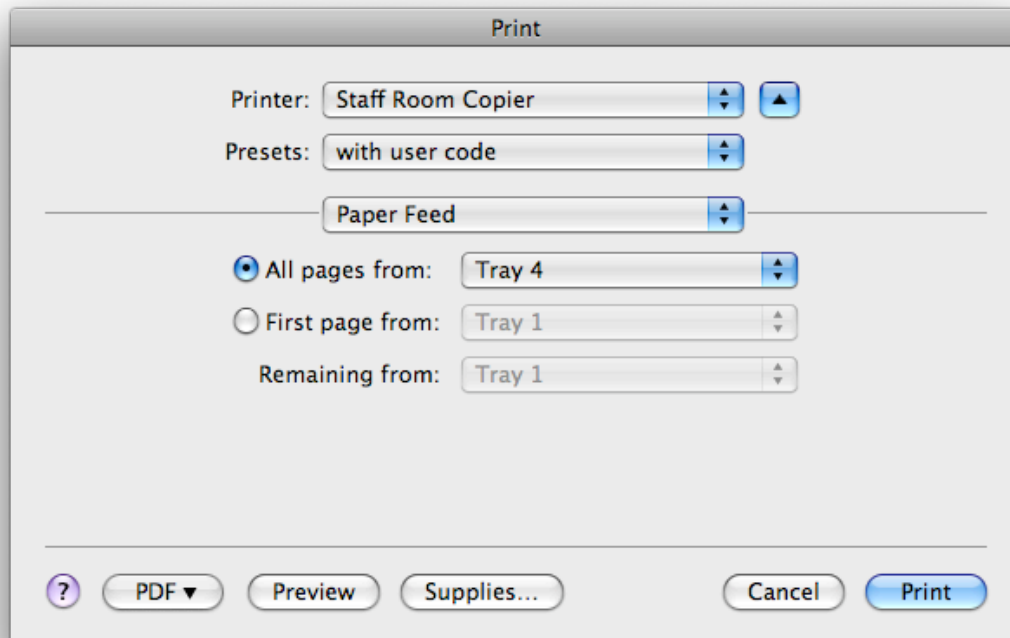


# Printing & Copying to Letterhead

You can print a document directly from your computer to the Staff Room Copier onto letterhead. Choose drawer 4 under paper feed option.



Because of the way paper feeds from a printer, that means when you use the copier to copy something to letterhead, you have to put it upside down on the feeder tray. (I taped this image to the top of the feeder as a reminder).



Please don't flip the paper in the drawer.